

List of Required Documents for Review of Parenting Plan and Child Support

Island County Superior Court Local Court Rules require that the Court Facilitator or the Court Administrator approve and initial any Temporary or Final: Parenting Plans, Child Support Worksheets and Child Support Orders in cases where there are no attorneys of record. Please provide the following documentation to Court Facilitator or Court Administrator in order that your documents can be reviewed:

1. Completed Final or Temporary Parenting Plan specific to your situation:
 - a. Parenting Plan for Dissolutions or Legal Separations (WPF DR 01.0400)
 - b. Parenting Plan for Parentage Action. (WPF PS 01.0400)
 - c. Parenting Plan Paternity Affidavit Case. (WPF PS 15.0600)
 - d. Parenting Plan in a Non-Parental Custody Case. (WPF CU 01.0450)
2. Completed Final or Temporary Child Support Order** specific to your situation:
 - a. Child Support Order Dissolutions or Legal Separations (WPF DR 01.0500).
 - b. Child Support Order for Parentage Action (WPF PS 01.0500)
 - c. Child Support Order for Paternity Affidavit Cases (WPF PS 15.0700)
 - d. Child Support Order for Non Parental Custody Case (WPF CU 01.0500)
3. Completed Child Support Worksheets** (WSCSS Worksheets).

Proof of income must be provided if the review is for Temporary or Final Child Support Orders. Proof of income can include:

1. Recent pay stub if the parent is always paid the same amount and always works the same amount of hours. Please make a notation on the pay stub as to how frequently the parent is paid – such as “every other week” or “twice a month”. People that are paid every other week receive 26 paychecks per year. People that are paid twice a month receive 24 paychecks per year. If the information is not included it will be assumed that the parent is paid every other week.
2. LES if the parent is in the military. The LES must be the expanded version that shows all the income and deductions and whether Tricare is being paid.
3. W-2 for most recent tax year if the parent worked all 12 months of that year. (Note that the W2 will not show any deductions other than FICA and FIT).

Fill out the attached page and return to:

**Island County Court Facilitator
Darcy Mehlhaff
P. O. Box 5000
501 North Main Street
Coupeville, WA 98239**

If a parent is requesting a deviation in child support, then please provide information to support the deviation. Use the attached blank page to include any additional information that you believe needs to be explained.

** If you do not understand how to fill out the Child Support Worksheets you can try the automated child support calculator found at www.dshs.wa.gov/dcs or you can request that the Court Facilitator or Court Administrator create a worksheet for you based on the income information provided.

Checklist

Name: _____

Case Number: _____

Contact Phone Number: _____

____ I do not have a hearing scheduled.

____ I do have a hearing scheduled on _____ (date)

I have taken the required parenting seminar (circle response): YES NO

The other party has taken the required parenting seminar. YES NO UNKNOWN

I need the following documents reviewed:

Parenting Plan: _____ Final _____ Temporary

Child Support Order: _____ Final _____ Temporary

Child Support Worksheets: _____

I am providing proof of income.

I am paid:

____ Weekly ____ Every Other Week ____ Twice a Month ____ Monthly

Additional Information: